I AM A PI: NOW WHAT??

THE BIG PICTURE

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Co-sponsored by the Institute for Teaching Excellence & Faculty Development, Provost's Office, Center for Research on Families, Institute for Social Science Research, Office of Research and Engagement, College of Education, College of Natural Sciences, College of Social & Behavioral Sciences, and the School of Public Health and Health Sciences.
CONGRATULATIONS !!

You did it…
YIKES..I REALLY DID IT...
GOALS OF WORKSHOP

- Highlight **first steps** to take as you begin your research endeavor.

- Highlight **support** available on campus to help with your project.

- Develop a **network** of fellow researchers on campus.
AGENDA

• Present an overview of key topics you should be familiar with as you start your grant
• Introduce a series of workshops over the semester
  • How to Lead Research Collaborations – March 1
  • Money In, Money Out: Budget, Spending & Reconciling – March 29
  • The Future is Here: Planning Your Next Project – Apr. 12
• Give you an opportunity to tell us what your most pressing concerns are right now!
• The idea for this workshop came from faculty.

• Many researchers learn very quickly that having a Ph.D. does not necessarily mean that you have all the training you need to manage a large, multifaceted project.
• We talked with a number of current PIs about their experiences
• Met with Staff at Office of Post Award Management (OPAM)
• Met with Budget Managers across campus
• Shadowed two new PIs through their first 6 months with new grants and learned about their unique challenges
WE HAVE LEARNED A FEW THINGS...

• Great variability in support for research across campus
• The system is continually changing at all levels of administration
• There is much to be learned from other PIs
• Running a large research project is a lot like running a small business
PROJECT MANAGEMENT

Leadership
- Building a Team
- Collaboration
- Consultants

Administration
- Budgets
- Subcontracts
- IRB/IACUC Resources

Dissemination
- Presentations
  - Publishing
  -- Reporting

Research Productivity
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Research Productivity
### All Policies, Guidance and Forms

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
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<tbody>
<tr>
<td>2 CFR Uniform Guidance</td>
<td>The Uniform Guidance consolidates and replaces OMB Circulars A-110 (Administrative requirements), A-21 (Cost principles), and A-133 (Audit requirements). The Uniform Guidance (UG) applies to all new federal awards issued on or after December 26, 2014.</td>
</tr>
<tr>
<td>Activities Involving Human Subjects Research</td>
<td>Outlines the Institutional Review Board’s responsibility for protecting the individuals who are subjects in UMass research activities and clarifies and defines the types of activity, both research and non-research, that involves human subjects.</td>
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<tr>
<td>Additional Compensation on Sponsored Projects</td>
<td>Provides guidance on additional compensation charged to sponsored grants and contracts.</td>
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<tr>
<td>Additional Faculty Compensation Policy</td>
<td>Board of Trustees policy statement on Additional Faculty Compensation.</td>
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<tr>
<td>Adjuvants Use in Research</td>
<td>NIH ARAC guidelines for researchers using adjuvants.</td>
</tr>
<tr>
<td>Administrative Cost Policy</td>
<td>Policy and guidance on charging administrative costs to federally-sponsored projects.</td>
</tr>
<tr>
<td>Administrative Stipends Changed to Federal Grants and Contracts</td>
<td>This policy addresses charging administrative stipends to federal grants and contracts in accordance with federal rules contained in OMB Circular A-21.</td>
</tr>
<tr>
<td>Adverse Event Reporting</td>
<td>Provides an overview of IRB policies and procedures for reporting adverse events to ensure that the risks/benefits relationship to subjects participating in research studies remains acceptable.</td>
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<tr>
<td>Adverse Event Reporting in e-Protocol</td>
<td>Describes in detail how to report an adverse event through e-Protocol.</td>
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MANAGING YOUR BUDGET: $TEP #1

• Did you have to redo your budget due to cuts from the funding agency?
  • If yes, did aspects of the grant change?
  • You should communicate with funding agency about any changes to breadth of your project.
• Do you need bridge funds? a little loan from the university up front so you can get started?
  • Pre-Estab/Pre-award funds are easy to get
MANAGING YOUR BUDGET: $TEP #2

- **SET UP MEETING** with the staff person/business manager designated in your dept, school, or college who manages grant budgets.

- **READ THE AWARD LETTER** -- confirm amounts. Confirm that the awarded amount matches the amount in the UMASS post award financial systems.

- This information is available in (PeopleSoft/Summit).
MANAGING YOUR BUDGET: $TEP #3

• Bring a list of questions to your meeting and learn what your responsibilities are versus their responsibilities

• Important to be clear on how you will work together, what to expect, and what you should be doing versus what they are administering.
ISSUES TO ADDRESS WITH YOUR RESEARCH SUPPORT PERSON

- What’s important to keep in mind when using procards or corporate travel cards?
- How do you go about purchasing supplies and/or equipment for your awarded grant?
- What’s the process for knowing about what you have spent? How do you get financial reports?
- How do you learn SUMMIT in order to access your financial activity?
- What information do you need to begin to hire personnel?
- Are you clear about consultants and subcontractor payments and agreements?
- If you are planning to travel, how is that handled in your department?
- If you have cost share as part of your award, how is this recorded and monitored?
The challenge with subcontracts is every agency has its own unique way to deal with subcontracts. Your job as the PI is to make sure you have key information:

- Who is in charge of the subcontract at the other institution?
- How will the budget reporting occur?
- How often?
Many researchers wait to hear about the success of their proposal before pursuing Human Research or Animal Research approval.

If you haven’t already…get this process started.

- Internal Review Board (IRB)
  https://www.umass.edu/research/compliance/human-subjects-irb

- Institutional Animal Care and Use Committee (IACUC)
  https://www.umass.edu/research/compliance/animal-subjects
RESOURCES

• What is the status of the research space for your project?
  • Are updates necessary?
    • What did you plan?
    • Who are the people that can help you? What do they need to know?
    • Furniture? Phones? Set up of equipment?
  • All of this takes time -- so start the phone calls now.

• Mentors are a key resource
  • Identify senior colleagues who have been through this process and get their advice
PROJECT LEADERSHIP

• Defining goals
  • Reread your grant…it has been awhile
  • Remind yourself of your goals
• Have a team meeting
  • Invite co-investigators, consultants, research assistants and staff if already hired
  • Remind them all about what they agreed to and “kick off” the project
WORK AND FAMILY TRANSITIONS PROJECT
(NIMH -R01- MH56777)

- Share your Timeline with your team
- Break the work up in small components
- Set deadlines
- Start with Yearly plan
  - Develop 3 month plan
  - 1 month plan
  - Weekly project meeting goals

### New Parent’s Mental Health in Socio-cultural Context

#### PROJECT YEAR

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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<td>Study 2: Cohort 1: Replication 90 couples interviewed at four points</td>
<td>Study 2: Cohort 1: Replication 1 year follow-up interview</td>
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<td>Study 2: Cohort 3: Replication 90 couples interviewed at four points</td>
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**Ongoing Project Activities:**
- Principal Investigator - years 1-5
- Co-Investigator - years 1-5
- Statistical Advisor - years 1-5
- Project Supervisor - years 1-5
- Graduate Assistants - years 1-5

**Tasks in Year 5:**
- Finish any phase 5 interviews
- Complete data entry
- Data Analyses
- Write-ups
BUILDING A TEAM: HIRING THE RIGHT PEOPLE

• List out all the staff you need to hire
  • Be clear about who you need to fill the position:
    • Post Doc
    • Graduate Research Assistant
    • Staff
    • Undergraduate Research Assistant
WHERE DO I BEGIN?

• Start with a detailed job description
  • Outlines all the tasks, responsibilities and expectations clearly.
  • What do you need to get done and when?
  • What skill sets do they need and how can you assure they have the skills?
  • What will their work schedule be (e.g., hours, will there be weekend and evening work involved)
  • Pay attention to creating a diverse staff in terms of age, race, gender, ethnicity and ability as a way to enhance perspectives and input into your project.
HOW DO I FIND THE RIGHT PEOPLE?

• Get the word out
  • Once you are clear on the jobs you need done and the staff needed to do them, then it is time to put the word out!
  • Ask colleagues, friends, and former students for references.
  • Consider students in your classes who would want research experience before moving on to graduate school.
  • Send announcement to professional listserves
JOB INTERVIEWS

• Schedule enough time to find the right people to do the jobs
• Outline questions ahead of time related to the job description
• Invite others to participate in the interview process
• Ask short and open-ended questions
  • Ask for any publications or writing they have done
• Be crystal clear with co-investigators and consultants about what your expectations are
  • How often will you meet
  • What are their tasks
  • Due dates
  • Timing of papers
  • Authorship
  • This can be challenging if you are more junior than your consultants and/or collaborators.
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Research Productivity
DISSEMINATION

Let key people know that you got a grant.

- Your department head
- Your Dean
- Publicity
  - Inside UMass
  - You should work with your college’s communication team and the UMass Office of News and Media Relations to disseminate research findings widely through public media.
  - http://www.umass.edu/newsoffice/

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**Pilsner** Awarded $2.7 Million to Expand Study of Phthalates, Reproduction

**DeAngelis** receives NSF CAREER Award, Microbiologist, New Soil Warming Study

**Jamie Rowen** NSF CAREER Award, Political Science, Study of Veteran’s Treatment Courts (VTCs),
Every agency has different guidelines for yearly reports

You will usually get an email 3 months before the end of first year notifying you that a report is due

This may feel absolutely overwhelming because you may feel like you just got started

In your first year plan, highlight at least 3 goals you want to have completed by the time you write your first report
PRESENTATIONS

• Often the large research questions can not be answered in the first few years

• Work with your research team to develop presentations that should occur along the way

PUBLICATIONS

• Set aside time to write!!

• University writing workshops for support

• Give yourself deadlines and schedule (realistic) writing time into your calendar every week

• Organize a writing group
WHERE DO WE GO FROM HERE?

• Draft of I AM A PI: NOW WHAT available at:
  • https://www.umass.edu/tefd/im-pi-now-what-workshop-series
• We also know that much can be learned from meeting with other PIs
  • Creative solutions to problems
  • Support
  • Information can be shared with administration
• Next three workshops will allow you to benefit from colleagues wisdom
THREE FOLLOW-UP WORKSHOPS TO OCCUR OVER THE SEMESTER

- A series of workshops over the semester
  - How to Lead Research Collaborations - 3/1
  - Money In, Money Out: Budget, Spending & Reconciling – 3/29
  - The Future is Here: Planning Your Next Project – 4/12